

VIA:

FROM:

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REFERENCES: A. OP Notice No. 20-81-15
B. CEA Memorandum, same subject, dated 4 June 1980 (attached)

Approved For Release 2005/06/22 : CIA-RDP83-01004R000200070014-1

s e c r e t

3) There is no change in employee turnover. Transfers have continued in the usual pattern; because of the nature of this office, extended service is relatively high.

4) Overtime during the period of this experiment has dropped to zero as mentioned in paragraph 1) above, with a resultant monetary saving to the government. Overtime can be granted, however, if AWS participants are needed for a specific assignment.

5) Since work assignments remain somewhat constant, there is little change in job satisfaction beyond an appreciation for the flexibility of the system. However, because participation is entirely voluntary, an increase in morale has been noted. The longer office hours offer the non-AWS employees the opportunity to arrange working hours to suit individual needs with no conflict with office requirements. Actually, this flexibility appears to benefit the operation of the office.

B. Mass transit facilities and traffic:

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25X1 The ☐ experiment did have a measurable impact in this area in that participating ☐ employees who normally drive to work, alone or in a car pool, have reduced driving mileage by 20%. Because of the office location, mass transit is not regularly used. It should be noted that nearly all of the participants are the employees who have the longest commuting distances.

C. Increased opportunities for full and part-time employment:

The AWS has not affected job opportunities for ☐ employees within the Agency. Two participating employees have used the longer weekends to supplement their incomes (and acquire new skills) by working part-time at other jobs.

25X1

D. Individual and families generally:

For participating employees, the opportunity to schedule household or private business on the extra day without having to take annual leave is a welcome attraction. The expanded work day also facilitates the solution of child care problems (particularly during school vacations) for regular time employees because they are able to start work earlier or later as the need dictates.

4. Exceptions in work schedules have for the most part been requested by the management for the convenience of the government, e.g., to process priority requests expeditiously. Exceptions granted for personal reasons have been few and have caused no disruption of the operation of the office. Preparation of time and attendance reports was only slightly more complicated the first few times; now that the routine is established, the same amount of time is needed to prepare them as before.

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5. The structure of this office lends itself very well to the use of alternate work schedules, [redacted] management feels that it is largely successful as demonstrated over the last 18 months. It is recommended that the AWS be adopted on a permanent basis.



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Attachment

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Assessment of Experiment with Alternate Work Schedules

FROM:

Chief, EA Division

EXTENSION

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

EA [] 5D3107 Hqs

M

2.

3.

EA []

20 JUL 1981

J

4.

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24 JUL 1981

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2C42

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1600

10.

C/EMS

28 JUL 1981

30 July

A

F/I

11.

c/OP/PMCD Rm 1016 Ames Bldg

4 AUG 1981

M

12.

DC/PMCD

C/PSS

13.

14.

15.